



CITY of LAS VEGAS

Department of Human Resources

OPEN (Job Code Ø613811ØIO)
MANAGEMENT ANALYST II (Intelligence)
APPROXIMATE MONTHLY SALARY RANGE: \$3,872 to \$6,883

OPENING DATE: October 24, 2006 at 8 a.m.
FILING DEADLINE: Open Until Filled

LAS VEGAS CITY COUNCIL
MAYOR OSCAR B. GOODMAN
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CITY MANAGER
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DIRECTOR OF HUMAN RESOURCES
F. CLAUDETTE ENUS

*(Please attach a copy of your **SUPPLEMENTAL ASSESSMENT** and any required license(s), certificate(s) and/or degree to your application)*

For a college or university degree earned outside of the United States please attach certification indicating your degree is equivalent to a degree earned at a regionally accredited U.S. institution.

We are currently recruiting for the position of Management Analyst II (Intelligence). **This position is an integral part of a team that will perform analysis on criminal and terrorist intelligence activities and assist in investigations. The ideal candidate will have previous experience in intelligence analysis with a governmental entity. Previous experience in law enforcement, anti-terrorism, homeland defense or military intelligence and counter-intelligence is highly desired. Foreign language skills are beneficial. This is an Appointive (Non-Civil Service) position. INCOMPLETE, OUTDATED, UNDATED OR UNSIGNED APPLICATIONS WILL NOT BE PROCESSED.**

MINIMUM QUALIFICATIONS: Equivalent to a Bachelor's degree from an accredited college or university with major in public administration, business administration or a field related to the area of assignment. Two years of increasingly responsible administrative and analytical experience preferably within a local government environment.

SELECTION PROCESS: Interested and qualified applicants must submit a **CURRENT** city of Las Vegas application and a detailed resume by the filing deadline at the city of Las Vegas, Department of Human Resources, Second Floor of City Hall, 400 Stewart Avenue or you can download an application from our website, www.lasvegasnevada.gov. **The selection process will consist of a review of all applications and resumes with only the most qualified participating in an interview. Final candidate selection will include hiring interview (if applicable).** Any individual offered employment will be required to pass a pre-employment hair drug test and complete background check. Some positions may require preliminary background checks.

Duties may include, but are not limited to the following:

ESSENTIAL FUNCTIONS: Provide project, program, administrative and analytical support to an assigned department or large division. Plan, prioritize, assign, supervise and review the work of assigned technical and clerical staff; train assigned employees in city and department policies and procedures; work with employees to develop short and long term goals, monitor accomplishments, establish performance requirements and personal development targets and provide coaching for performance improvement and development. Participate in the research, development, recommendation and implementation of operational and administrative programs, policies and procedures. Participate in, and may oversee, the data collection, compilation, coordination and organization of budget documentation; may develop budget recommendations; assist division managers in the administration of department budget; manage budgets of assigned programs. Conduct research and collect, compile and analyze information from various sources on a variety of specialized topics related to assigned programs, new programs and services, budget analysis and feasibility analyses; prepare comprehensive technical, statistical and analytical reports and records which present and interpret data and identify alternative solutions or proposals; make and justify recommendations. Serve as department liaison to the Human Resources Department in the recruitment, hiring and promotion processes; coordinate the selection of staff, discipline and employee relations issues, and classification and compensation issues. Serve as a department liaison with public and private organizations and community groups. Respond to complaints and questions from the general public relating to assigned area of responsibility; review problems and recommend corrective actions; prepare summary reports as required. Prepare periodic and special reports and analyses of operations for department management, the City Manager's Office, City Council, regulatory agencies, funding sources and the public. Assist in the preparation of ordinances and other supporting program documents; prepare and monitor program grants and related proposals; monitor compliance with applicable contractual agreements. Maintain calendars of department activities, meetings and various events; coordinate activities with other city departments, the public and outside agencies; attend meetings as a representative for assigned department. Ensure that records retention schedules are distributed to management and procedures are in place to coincide with retention requirements; may serve as division or department liaison with Records Administrator.

You may be evaluated on your:

Knowledge of: Basic principles and practices of supervision, training and performance evaluation. Principles and practices of budget administration. Methods of research, program analysis and report preparation. Principles and practices of policy and procedure development. English usage, spelling, grammar and punctuation. Modern office procedures and methods including computer software and hardware. Policies and procedures of the assigned department. Public relations techniques. Principles and procedures of record keeping. Pertinent federal, state and local laws, codes and regulations.

Ability to: Supervise staff, depending on assignment. Perform responsible administrative and analytical activities in the area of work assigned involving the use of independent judgment and personal initiative. Understand the organization and operation of the assigned department and outside agencies as necessary to assume assigned responsibilities. Interpret and apply administrative and departmental policies and procedures. Work independently in the absence of supervision. Research, analyze and evaluate programs, policies and procedures. Prepare clear and concise reports, correspondence and memoranda. Communicate clearly and concisely, both orally and in writing. Establish and maintain effective working relationships with those contacted in the course of work. Maintain mental capacity which allows the capability of: making sound decisions; effective interaction and communication with others; and demonstrating intellectual capabilities. Maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include the following: walking, standing or sitting for extended periods of time; operating assigned equipment. Maintain effective audio-visual discrimination and perception needed for: making observations; communicating with others; reading and writing; operating assigned equipment.

Persons with disabilities may request a copy of this announcement in an alternative format or make necessary testing arrangements through the Personnel Services Division at (702) 229-6315.



City of Las Vegas

Management Analyst II – Intelligence

**Supplemental Assessment
REQUIRED**

2006

DIRECTIONS TO APPLICANT:

The City of Las Vegas Department of Human Resources appreciates your interest in this position. To better assist us with our selection process, we are requiring the completion of this supplemental assessment to be submitted with your City application. The City of Las Vegas requires the completion of the application in its entirety. **You may attach a copy of your resume, but it is the application that will be used to determine your qualifications.** Please be thorough.

The supplemental assessment is the tool by which we will evaluate your work experience, as it relates to this position. This assessment will be used to determine your consideration for this position. We will be unable to give you further consideration if any part of the application or supplemental assessment form is incomplete. We appreciate your cooperation in assisting us with this process.

PLEASE NOTE: Falsification of any information on this assessment will be grounds for immediate disqualification for consideration and/or termination from employment.

I certify under penalty of perjury that all statements and answers contained on this assessment questionnaire are true.

Signature

NAME: _____
Please print

SS#: _____

Date: _____

Management Analyst II - Intelligence Supplemental Assessment – 2006

Please fill out the following information:

College attended:

Degree: Yes ☐ ☐ No

Major:

If you do not have a college degree, please indicate the training, work experience, specialized courses, and education that qualify you for this position. Please be specific and indicate the amount of time in years and the level of your experience.

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Management Analyst II - Intelligence Supplemental Assessment – 2006

1. Please describe how your education, training and work experience have prepared you for this position.

[illegible]

Where is this supported on your application for employment?

Management Analyst II - Intelligence Supplemental Assessment – 2006

2. Please tell us about your work experience in preparing technical, analytical, and/or narrative reports/reviews, which may include scientific, statistical data interpretation and feasibility analyses?

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Where is this supported on your application for employment?

Management Analyst II - Intelligence Supplemental Assessment – 2006

3. Please describe the action steps you would take to lead staff in the implementation of new programs and how you would monitor progress of the implementation and the success of the program.

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

Supplemental Assessment – 2006

4. Please give an example of a project that you had to implement that resulted in a specific change in your organization. Be specific to your role and the outcome. What did you learn from this experience?

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Where is this supported on your application for employment?

Management Analyst II - Intelligence Supplemental Assessment – 2006

5. Briefly, identify/describe your professional experience in developing and managing the following: Operational budgets, expenditure accountability, strategic planning, and program grants.

[illegible]

Where is this supported on your application for employment?

Management Analyst II - Intelligence Supplemental Assessment – 2006

6. Describe your experience in making presentations to department members, upper management and other public safety agencies.

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Where is this supported on your application for employment?

Management Analyst II - Intelligence Supplemental Assessment – 2006

7. Please describe your training and experience in using computer programs commonly used in statistical and non-statistical analytical work:

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Where is this supported on your application for employment?

[illegible]

Management Analyst II - Intelligence
Supplemental Assessment – 2006

8. Please note your knowledge of any foreign languages and indicate your level of competence in each by checking in the appropriate column:

Language	Speaking			Understanding			Reading			Writing		
	Fluent	Good	Fair	Fluent	Good	Fair	Fluent	Good	Fair	Fluent	Good	Fair

9. Do you have a recent Secret or Top Secret Security Clearance from a law enforcement, national security, or military entity at the federal level?

Yes ☐
No ☐

Agency clearance obtained from _____

Where is this supported on your application for employment?